

Attachment

Process for submitting monthly WFCAP expenses

All spreadsheets must be emailed to Steve Ploeser at ploessf@dhfs.state.wi.us, by the end of the month. Expense detail must be submitted on the prescribed DHFS template spreadsheet, with each column completed. DHFS has set up a database to track this information, so it is important that the spreadsheets are complete and that the column formats are maintained to keep them consistent across the state. **Not completing the spreadsheet properly, or altering the spreadsheet format in any way, will result in delays in reimbursement.**

If an agency has expenses to report for any given month:

Once the spreadsheet has been completed, attach it to an email, and send it to Steve Ploeser with a subject line of "WFCAP Data Attached." The email message should include the county name, month, and year associated with the expenses being claimed. The monthly workbooks need to be titled WFCAP with the two digit month, two digit year, and agency name that are being submitted. For example, Milwaukee County reporting January 2006 expenses will send in a spreadsheet titled "WFCAP0106Milwaukee".

If an agency has no expenses to report for any given month:

Occasionally, an agency will have no WFCAP expenses for a given month. These months must still be reported and tracked. An email must still be sent with a subject line that reads "WFCAP No Data." These will be tracked separately, so it is important that the subject lines are consistent. The email message should contain your agency name, month, and year for which no expenses are being claimed. Please remember that no reimbursements will be made if there are no reported expenses.

If an agency needs to make adjustments to prior months' expenses:

Adjustments to prior month's reported expenses also need to be reported and tracked. To make an adjustment to any expense, re-report all the original client information and input "Adj" into the column titled "Tran Type". This may be either a positive or negative dollar amount depending on whether you are reporting an overpayment or underpayment.

If you have questions on how to submit your spreadsheets to DHFS please contact Steve Ploeser at 608-261-7794.